

**Town of Wolfeboro  
Capital Improvements Program Committee  
September 1, 2017  
Minutes**

**Members Present:** Kathy Barnard, Chairman, Linda Murray, Board of Selectmen's Representative, Joyce Davis, Bob Tougher, Paul O'Brien, Mike Hodder, Jim Shildneck, members.

**Staff Present:** Matt Sullivan, Director of Planning and Development, Dave Owen, Town Manager, Dave Ford, Public Works Department, Jim Pineo, Fire Chief, Tom Zotti, Deputy Fire Chief, Dean Rondeau, Police Chief, Lee Ann Hendrickson, Administrative Secretary.

*Chairman Barnard called the meeting to order at the Wolfeboro Public Library at 8AM.*

**I. 2018-2027 Capital Improvements Program Development**

**Public Works Department**

<b>2018</b>	<b>Dockside Parking Lot Upgrades; \$250,000</b>
<b>2018</b>	<b>Dockside Restroom Upgrades; \$150,000</b>
<b>2018</b>	<b>Upgrade &amp; Expand Dockside Docks; \$300,000</b>

Dave Ford stated Tighe & Bond performed an inspection of the Town docks, both residential and commercial, and the seawall at the Smith River; noting evidence of scouring and concrete sprawling of the latter. He stated there is some deterioration on the cribbing; noting repairs and/or replacement of such will be needed. Referencing the main commercial dock, he stated there are issues underneath with regard to the granite wall and the gang pilings are in poor shape; noting such could be addressed at the time of relocating the pilings. Referencing the residential docks, he stated the cross bracings for such need to be either upgraded and/or replaced; noting such would be scheduled for 2018. He stated Tighe & Bond's report will provide the useful life of the docks and therefore, the project could be phased. He recommended placing signage on the docks regarding load capacity.

Jim Shildneck stated the Regatta is scheduled for September; expressing concern for the number of people on the docks.

Dave Ford recommended speaking with the Regatta representatives to monitor such. He stated he doesn't feel it's feasible to allow snowmobiles access; noting there are safety issues related to such and recommended asking Tighe & Bond if there is a risk to allowing snowmobile access. He stated there may be grant funding in the amount of \$200,000 for the project.

Linda Murray recommended the dock committee and BOS review the report and discuss sequencing of the projects.

Paul O'Brien asked what prompted the assessment.

Dave Ford stated he has been monitoring the building and noticed increasing gaps in the blocks.

Bob Tougher questioned whether the work on the bathrooms would impede on other work that is necessary. He stated he sees

Dave Ford stated Tighe & Bond would address such.

Linda Murray questioned whether the Town could apply for the grant in 2017.

Matt Sullivan stated he doesn't believe such is feasible without knowing the scope of the project(s).

Steve Durgin expressed concern that issues are being relitigated such as the bathrooms. He stated the CIP Committee should not be discussing a different direction and should stay on track and focused.

**2018 Wastewater Treatment Plant Capital Reserve; \$125,000**

Dave Ford stated the Asset Management Plan for such will be completed in 2017.

Bob Tougher questioned the number of gallons pumped in July and August.

Dave Ford replied 250,000-300,000 gallons/day.

Bob Tougher questioned the status of the lagoon.

Dave Ford stated the lagoon is currently 1/3<sup>rd</sup> full.

Paul O'Brien asked if there is a rated capacity for the WWTP.

Dave Ford replied 600,000 gallons/day (110 million per year). He stated the effluent disposal system is temporarily capped at 340,000 gallons/day.

**Fire/Rescue**

**2021 Public Safety Building Architectural & Engineering Study; \$200,000**

Matt Sullivan stated that although the project request is for 2021, the department is requesting reconsideration for 2020; noting a contribution to the capital reserve account is proposed for the next three years in the amount of \$100,000. He stated a placeholder in the amount of \$5 million for 2022 has been set; noting such would be further defined following the architectural, engineering and space needs study.

Jim Pineo, Fire Chief, stated the last space needs study performed for the building was 2003. He recommends keeping the Fire Department and Police Department together however, questions whether the size of the building is feasible to hold both departments. He stated replacement of the building is proposed for 2020.

Dave Owen stated there is an existing capital reserve fund with a balance of \$97,765.93; noting there is a need for a space needs analysis of current operations and staffing. He stated the

study would then be used to determine whether the existing facility could be expanded or rehabilitated or whether a new Public Safety Building is necessary. He recommended issuing an Request For Proposals (RFP) for engineering studies and space needs; noting the funds for such would come from the capital reserve account (only requires BOS approval for the use of the funds).

Dean Rondeau stated he is in agreement with the direction of the Town Manager's recommendation. He stated the Police Department is out of space with no further room to expand; noting sergeants and supervisors are hot-desking, the facility cannot be used to book or hold prisoners and the interview room is not up to State or Federal standards. He stated he believes the ground the building sits on is not suitable; noting fire trucks sink into the gravel and an antennae could not be constructed at the site due to the existing soils. He stated the Department needs a place for meetings, trainings, interviews, holding prisoners and an impound lot. He recommended maintaining the Police Department, Fire Department and Communications together.

Dave Owen stated there are operational benefits to having all the departments collocated.

Paul O'Brien questioned the status of the ambulance service.

Dave Owen stated the Town is content with contracting a private ambulance service.

Matt Sullivan recommended looking at what other sites may be available for the Public Safety Building; noting such could result in the need for additional capital reserve funding in 2019.

Paul O'Brien asked if it is policy to have an impound lot on the premises.

Dean Rondeau stated such is a need in order to win criminal cases; noting the impound lot would need to be onsite, patrolled with audio and video surveillance (live feed).

Bob Tougher asked if the County has an impound lot.

Dean Rondeau replied no and noted that no other departments within the County have such. He stated the lot could be at another Town location.

Mike Hodder asked if other departments would use the impound lot and be billed for said use.

Dean Rondeau replied yes.

Linda Murray stated the current location and an alternative location needs to be addressed (substation) due to its current location in the Downtown area.

Jim Pineo stated Insurance Service Office (ISO) is visiting the site in November 2017.

Tom Zotti expressed caution not to conflate the site and the building; noting both are two separate issues.

## II. Other Business

- Next CIP Committee meeting scheduled for September 15, 2017, 9 AM at the Great Hall; agenda to include Electric Building, draft spreadsheet, Tighe & Bond study (if available) and consideration of minutes (8/25/17 & 9/1/17)

The Committee requested the following information;

- Tighe & Bond report (when available forward to CIPC, Town Dock Committee, BOS)

*There being no further business before the Committee, the meeting adjourned at 9:41 AM.*

Respectfully submitted,

*Lee Ann Hendrickson*

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